

# Spoken Tutorial

## LibreOffice Calc -Working with Cells

**Script and Narration by  
DesiCrew Solutions Pvt.Ltd.**

**Talk to a Teacher Project**

**<http://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://www.sakshat.ac.in>**

**September 27, 2011**



Talk To A Teacher



# Learning Objectives



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# Learning Objectives

**In a Calc spreadsheet, how to**

- 1. Enter numbers, text, numbers as text, date and time.**



# Learning Objectives

**In a Calc spreadsheet, how to**

- 1. Enter numbers, text, numbers as text, date and time.**
- 2. Use the Format Cells dialog box.**



# Learning Objectives

**In a Calc spreadsheet, how to**

- 1. Enter numbers, text, numbers as text, date and time.**
- 2. Use the Format Cells dialog box.**
- 3. Navigate between cells and in between sheets.**



# Learning Objectives

**In a Calc spreadsheet, how to**

- 1. Enter numbers, text, numbers as text, date and time.**
- 2. Use the Format Cells dialog box.**
- 3. Navigate between cells and in between sheets.**
- 4. Select items in rows, columns and sheets.**



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# OS and versions

Here we are using

- ▶ **Ubuntu Linux version 10.04**



# OS and versions

Here we are using

- ▶ **Ubuntu Linux version 10.04**
- ▶ **LibreOffice Suite version 3.3.4.**





# Summary



# Summary

1. **Enter numbers, text, numbers as text, date and time.**



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# Summary

1. Enter numbers, text, numbers as text, date and time.
2. Use the Format Cells dialog box.



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# Summary

1. Enter numbers, text, numbers as text, date and time.
2. Use the Format Cells dialog box.
3. Navigate between cells and in between sheets.



# Summary

1. Enter numbers, text, numbers as text, date and time.
2. Use the Format Cells dialog box.
3. Navigate between cells and in between sheets.
4. Select items in rows, columns and sheets.



# Comprehensive Assignment



# Comprehensive Assignment

- ▶ 1. **Open Spreadsheet Practice.ods.**



# Comprehensive Assignment

- ▶ 1. Open **Spreadsheet Practice.ods**.
- ▶ 2. Under **Serial Numbers** type the serial number from 1 to 5 one below the other.





# Comprehensive Assignment

- ▶ 1. Open **Spreadsheet Practice.ods**.
- ▶ 2. Under **Serial Numbers** type the serial number from 1 to 5 one below the other.
- ▶ 3. **Navigate between the cells using keys.**



# Comprehensive Assignment

- ▶ 4. Select all the items under serial number.



# Comprehensive Assignment

- ▶ 4. Select all the items under serial number.
- ▶ 5. Add a column for Date and Time.



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# Comprehensive Assignment

- ▶ 4. Select all the items under serial number.
- ▶ 5. Add a column for Date and Time.
- ▶ 6. Enter some values in them using the Format Cells dialog box options.



# About the Spoken Tutorial Project



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- ▶ Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project



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- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



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# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)





# Acknowledgements

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project
- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



# About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **[www.desicrew.in](http://www.desicrew.in)**
- ▶ Thanks for joining

